

**COMPENSATION BOARD
LIDS ADVISORY COMMITTEE
AGENDA**

**March 24, 2005
9:00 a.m.**

- **Opening Remarks** Sue 9:00 a.m.
 - Thank you
 - August 6, 2004 Minutes
- **LIDS Enhancement Updates** Anne 9:05- 10:00
 - **Reconciliation**
 - ✓ Financial reconciliation needs to change so they can view details of adjustment-by-adjustment category. *Delayed due to the Forms Maintenance changes. Needs more LIDS user testing - CIDH.*
 - ✓ Financial Reconciliation screen enhancement – Alice Coe, Compensation Board. Committee approved adding a tag to update offenses. *On hold until after 1/1/05.*
 - **Update Offenses – Cindy Angle, Montgomery County**
 - ✓ When updating one offense, give the ability to press Enter, and automatically go to the next offense. Committee approved adding a tag to update offenses. *On hold until after 1/1/05.*
 - **Reports**
 - ✓ **Restructuring/grouping of Forms Maintenance reports.** Completed – in production. Debbie Hamlet, Blue Ridge Regional Jail, reported that when requesting a report (e.g., List by Reason Confined, and List by Reason Released), and press Enter to continue, system requires her to go back to the Forms Maintenance Menu to view a report. She suggested that LIDS be updated to allow viewing reports immediately after pressing the Enter key. *Anne Wilmoth, Compensation Board, will review and move June data into the test (CIDH) region to test the new forms. Anything that has not been completed to date has been put on hold until after January 1, 2005 because of COIN development.*
 - ✓ **VCC Search Report** - Updated to allow wild card search. *On hold until after 1/1/05.*
 - ✓ **Possible Error report and the Data Integrity report** - Alter so that if a sentence length is not within the sentencing guidelines, it will kick out as a possible error/data integrity issue. Committee voted to table this issue indefinitely, as no ICJIS meetings have been held the past six months. OTN standalone query to be developed for sentencing guidelines. *Goal date – on hold.*
 - ✓ **Disposition Report to be developed in Forms Maintenance** – Routine, Reconciliation and Inmate Status reports. *Goal date - July 2004. Goal date – on hold.*
 - ✓ **Debbie Hamlet, Blue Ridge Regional Jail** - A new report to capture local responsible and state responsible inmates. The report has been developed and to be placed into production July 1, 2004. If anyone needs this information prior to July 1, 2004, send request via e-mail to Anne Wilmoth. *Anne Wilmoth created an easy-to-manipulate download forecasting database for population and set up a new button to be placed in the LIDS section of the Compensation Board website. Anne sent users the definitions via e-mail some time in August 2004. LIDS Advisory Committee members were asked to look at it and let Anne Wilmoth know how it is working.*
 - ✓ **Bobbie Elswick, Gloucester County** – ADP comparison reports, i.e., series of reports that can be developed for extension purposes, and pre-calculated annual ADP report instead of monthly ADP report. *Committee approved. The download forecasting database referenced above will take care of this issue.*
 - ✓ **Julia Wallenberg, Chesterfield County** – Viewable and downloadable Tuesday Reports. Committee approved to leave the Tuesday Report as is. An ADP (Average Daily Population) version will be developed. *The download forecasting database referenced above will take care of this issue.*
 - ✓ **Diane Wilson, Rappahannock Reg. Jail** – 7/9/04 Email: Requests modification of Pre-Trial Report to include days & count as it appeared on the old Pre-Trial Report. *Committee agreed to add back to LIDS as soon as possible.* 1/19/05 Email: Requested Pre-trial Reports to include days & count for monthly Jail Board meeting.
 - **Disposition Codes**
 - ✓ **Micah Meadows, Fauquier Co. Jail** – 8/20/03 Email requested new disposition code ‘HA’ Held by Agreement to identify Held by Agreement inmates who are also Work Release inmates. Anne Wilmoth and Alice Coe will contact someone at the Department of Corrections (DOC) to obtain a report with JCB, work release and held by agreement (cadre) inmates. Then possibly develop a Forms Maintenance report and possible error. A flag will be added. Anne Wilmoth will contact DOC to see how long it will take to do it in “soft” form. *On hold. Check with DOC.*

- **LIDS Enhancement Updates (continued)**

- **Ron Wise, Alexandria City** – Re-commit no new charges and non-consecutive days. Can we get the function to accept with just a SSN and/or non-consecutive days entry? Current procedure requires too much information to continue. *Committee agreed – this change to be made as soon as possible.*
- **Anne Wilmoth, Compensation Board** – Should LIDS security table be altered to allow multiple LIDS users to certify and approve LIDS reports? (Refer to Pg. 3 of October LIDS Newsletter). Committee agreed that certification/approval authorization be limited to a total of three per facility. And if Sheriff/Superintendent requests more than one person, a letter should be emailed, faxed or mailed to the Compensation Board to be placed on file. *Committee approved. Goal date – 9/1/04.*
- **Carol Moye, Prince William/Manassas Regional Jail** – 8/6/04 meeting: Requested a Batch File Layout change for ethnicity. *Committee approved. Goal date – 7/1/05.*
- **Jeanne Frink, Page County** – 6/04/04 Email: Requested that LIDS be updated to allow viewing & printing of a particular range (i.e., by year) of adjustments instead of one at a time. *Start goal date 1/1/05.*
- **Major Harry Wyatt – Piedmont Reg. Jail** – 7/16/04 Email from Sue Kelly-Graham via Hazel Boatwright: Requests that LIDS be updated to produce a message in Commitment Maintenance when users enter required Country of Birth/Country of Citizenship fields. Committee agreed that if the fields are left blank, U.S. is assumed. *Committee approved that a new Foreign Born report be created to search for Country of Citizenship. Projected goal start date 1/1/05.*

- **Forwarded/Continued from last meeting** **Committee** **10:00 – 10:30**

- **Ron Wise, Alexandria City** – 8/19/03 Email: Is it possible for LIDS to be updated to allow updating multiple confinements in LIDS using a pick list? Committee agreed that this should be an adjustment piece. A new option will be developed and added to LIDS to allow multiple adjustments. Charlie Gray, Ron Wise, and Bruce Folks volunteered to work with Anne Wilmoth on this. This is also a training issue. Anne Wilmoth and Bill Copley will write the analysis/requirements to do this, and will submit the analysis to Committee by April 1. Anne Wilmoth suggested that this feature be restricted to the adjustor, certifier, and/or approver. *Bruce Folks, Rockingham County, agreed to fax hand out to Alice Coe. Anne Wilmoth will prepare analysis for the 3/24/05 meeting.*
- **Anne Wilmoth, Compensation Board** – 8/6/04 meeting: Requested to discuss new ADP report at May meeting. Anne was not in attendance at May 13 meeting. *Anne Wilmoth will create easy-to-manipulate download forecasting database for population and set up a new button to be placed in the LIDS section of the Compensation Board website. Anne will send users the definitions via e-mail some time in August. LIDS Advisory Committee members were asked to look at it and let Anne Wilmoth know how it's working.*
- **Carol Moye, Prince William/Manassas Regional Jail** – 3/30/04 Email: Why is LIDS only capturing SR inmates? Carol will email a situation to Oliver Bradshaw, Compensation Board. LIDS Advisory Committee members were asked to email issues concerning Reason Confined Codes 81 & 82 to Oliver Bradshaw and cc: Anne Wilmoth, Alice Coe and Sue Kelly-Graham. *Anne Wilmoth requested that LIDS Advisory Committee members send correspondence to her and Alice Coe when these situations occur. 8/6/04 – Carol Moye asked if an inmate going into treatment program for 6 months and pending reconsideration RC 81 until they finish program, then RC 82 until the reconsideration—sentence determines Local Responsible (LR) or State Responsible (SR). Members were again asked to send correspondence to Anne Wilmoth and/or Alice Coe when situations occur.*
- **Lt. Jeanette Rush, Albemarle/Charlottesville Reg. Jail** – 7/27/04 Email: Request to add a Routine report in Forms to flag or enter any particular date to get updated information on the Tuesday Report. *The download forecasting database referenced above will take care of this issue.*
- **Oliver Bradshaw, Compensation Board** – Suggested that LIDS users provide standardization of financial reconciliation of what auditors can use. *Committee was asked to send the information to Oliver Bradshaw, Anne Wilmoth, Alice Coe or Sue Kelly-Graham via email or fax.*
- **Anne Wilmoth, Compensation Board** – Requested to discuss automatic jail credits at next meeting. *Anne will need users to audit Jail Credit forms.*

- **Break** **10:30 – 10:45**

- **New Pre-planned Issues** **Committee** **10:45 – 12:00 noon**

- **Julia Wallenberg, Chesterfield Co. Jail** – 8/12/04 Email: Disposition 'SS' – Sentence Suspended – should it be disregarded as of disposition date?
- **Debbie Hamlet, Blue Ridge Reg. Jail** – 9/07/04 Email: The capability to edit the date and time in the DNA Sampling Tracking System
- **Lana Oatman, Arlington Co.** – 9/30/04 Email: Parole violation coding
- **Lana Oatman, Arlington Co.** – 10/20/04 Email: Commitment Date & Time in LIDS – should we use magistrates' date & time stamp or the time deputy signs for inmate?
- **Lana Oatman, Arlington Co.** – 10/22/04 Email: VCC Codes – On direct indictment when wording of the charge does not match VCC code supplied by the Court, do you go by supplied VCC code, the wording of the order, or give back to the court to fix the discrepancy?

- **New Pre-planned Issues (continued)**
 - **Lana Oatman, Arlington Co.** – 12/07/04 Email request to add Reason Confined Code 60 in LIDS to detect detainers
 - **Kim Hopkins, Pamunkey Reg. Jail** – 10/08/04 Email: Attorney General Jerry Kilgore Transportation Order to Virginia Center for Behavioral Rehabilitation.
- **Lunch Break** **12:00 – 1:00 pm**
- **New Pre-planned Issues (continued)** **Committee** **1:00 – 1:45**
 - **Anne Wilmoth, Compensation Board** – 8/06/04 meeting: Requested to discuss Jail Contract Bed data delays from Dept. of Corrections at March 2005 meeting.
 - **Susan Chappell, Sussex Co. Jail** – 10/14/04 Email: Add disposition code that addresses 'first offender' status
 - **Denise Funk/Mary Hodges, Middle Peninsula Reg. Jail** – 11/01/04 Email: Jail Contract Bed (JCB) inmates not on Work Release
 - **Carol Perkins, Central Virginia Reg. Jail** – 10/22/04 reminder Email from Sue Kelly-Graham: Request to add disposition 'AC' (Appeals Convicted.) Disposition 'AP' (Appealed) is incompatible with Reason Confined Code '14' – convicted but not yet sentenced.
 - **Mark Wood, Compensation Board** – 11/10/04 Email: Requests that a Possible Local Ordinance verses State Misdemeanor Report be developed and added in LIDS. Mark continues to receive requests monthly to provide this information.
 - **Deanna Bray, Fairfax Co.** - Requesting that LIDS allow Reason Confined Code 14 (Convicted, but not sentenced - Post-Trial) with Release Reason Code 49 (To Pre-Trial Services Program), as they are seeing cases where defendants are being allowed to bond with supervised release while awaiting their sentencing date.
 - **Patty Leonard, Rappahannock Reg. Jail** – 1/31/05 Email: Supreme Court did not set up their codes for local ordinances; receiving the committal for state misdemeanor and the warrants are ordinances.
 - **Karen Youngblood, Blue Ridge Reg. Jail** – 2/08/05 Email: Suggestion to add Alias Names alert flag in Commitment Maintenance.
 - **Ron Wise, Alexandria City** – 2/15/05 Email: How do I record an inmate who was administratively discharged from Parole on LIDS?
 - **Ron Wise, Alexandria City** – 2/24/05 Email: Suggests adding section in LIDS Users Guide for answers to common questions in the form of screen prints.
 - **Reginald Tinsley, Richmond City** – 2/22/05 Email: Requests more detailed Pretrial Report – add seven (7) categories to Option 4, Pretrial Monthly Statistics
 - **Reginald Tinsley, Richmond City** – 2/22/05 Email: Disposition Code 'F' - Fined – Can you revisit the determining factors for "disregarding the disposition as of the disposition date" and necessity to do so?
 - **Reginald Tinsley, Richmond City** – 2/22/05 Email: We need the ability to update dispositions to 'BS' – Balance Suspended and not lose the current pay status due to a change in the disposition date.
 - **Reginald Tinsley, Richmond City** – 2/22/05 Email: We need a new disposition code to represent that a purge clause sentence has been satisfied. It should be a sentenced disposition.
 - **Charlie Gray, Virginia Beach** – 3/02/05 Email: Entering all charges into local JMS's to include other jurisdictions. Requests clarification of this issue in the LIDS Users Guide.
- **2004 LIDS Conference Results** **Sue** **1:45 – 2:05**
 - LIDS Conference Survey Results Report
 - Sue Kelly-Graham suggested posting the LIDS Conference Survey Results on the Compensation Board website. Approved by Compensation Board management November 2004.
- **2005 LIDS Conference planning and suggestions**
 - Proposed dates - September 21
 - Registration 10:30 am – 12 Noon
 - Lunch 12 Noon – 1:00 pm
 - Program 1:00 – 5:00 pm
 - September 22
 - Breakfast & Registration 7:00 – 8:00 am
 - Program 8:00 – 12 Noon
 - Bruce Haynes, Executive Secretary of Compensation Board, requests that Secretary of Public Safety, John W. Marshall, to speak at the next conference
 - Future conference topic suggestions:
 - ✓ DCJS to speak about new legal updates - Cardinal Criminal Justice Academy
 - ✓ Reconciling monthly figures against voucher figures
 - ✓ LIDS Technician responsibilities
 - ✓ Immigration & Customs Enforcement – LIDS users need more information
 - ✓ DOC Court & Legal - Time Computation
 - ✓ Downloading LIDS reports

- LIDS back up be permitted to attend Conference along with LIDS Technicians and LAC members
 - ✓ Compensation Board Executive staff granted approval for one additional LIDS back-up to attend
 - Conference attendees recommended that the 2005 Conference be held at Sheraton Park South Hotel
 - Conference attendees suggested that LIDS Technicians and back ups contact LAC members with questions prior to the Conference. Several LIDS users reported that there was too much time spent on question & answers during 2004 Conference.
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- **LIDS Advisory Committee Requirements** **Committee** **2:05 – 2:15**
 - Review current criteria
 - **LIDS Advisory Committee Recommendations** **Committee** **2:15 – 2:30**
 - **Discuss Quarterly Committee Dates** **2:30 – 2:45**
 - May __, 2005 Location?
 - August __, 2005 Location?
 - **Deferred Issues**
 - **Committee Recommendations**
 - Sheriff Beth Arthur, Arlington County, (letter 11/19/04) recommends Lana Oatman
 - **Issues Tabled Indefinitely**
 - Sentence Length Within Sentence Guidelines analysis and program revisions.